

MEMORANDUM

DATE: November 27, 2012

TO: The Board of Supervisors

FROM: Robert C. Middaugh, County Administrator

SUBJECT: Compensation Initiatives

The attached resolution serves as a placeholder. It identifies five compensation issues that will be discussed in the Board's work session beginning at 4 p.m. on this date. This resolution will serve as a template that the Board can amend based on the discussion and any conclusions tentatively agreed to in the work session.

The first two discussion points include a possible bonus for County employees in December and whether or not to extend that bonus to Constitutional Officers, the General Registrar, and the County Attorney. The resolution reflects what was adopted last year, \$1,000 for each qualified full-time employee and \$500 for qualified part-time employees, but the Board could choose to amend the resolution for different dollar figures or to identify different criteria for the bonus. An additional appropriation of the June 30, 2012, General Fund undesignated fund balance in the amount of \$600,000 to personnel contingency would be required to allow the County Administrator to distribute a one-time bonus this calendar year to full-time or part-time regular or limited-term employees who have completed their introductory period, received a minimum rating of "Meets Expectations" on their FY 2013 performance evaluation, and are employed as of December 1, 2012. Amendments, if any, will be based on the conclusions from the work session discussions by the Board.

The third item is the possible declaration of Monday, December 31, 2012, as a County holiday as a compensation option. Those County employees required to work would be paid an additional amount under the County's Holiday Pay policy, and others would receive an extra day off. An additional appropriation of the June 30, 2012, General Fund undesignated fund balance in the amount of \$25,000 to personnel contingency would be required to allow Monday, December 31, 2012, to be designated an additional Holiday for County employees, with the appropriate Holiday pay supplement paid to those employees, primarily public safety, who are required to work.

The fourth item is to ask the Board's permission to issue a Request for Proposal (RFP) for a Compensation study that would evaluate County job descriptions, pay, and benefits against market averages. Should the Board authorize an RFP, staff will bring the contract recommendation and a budget adjustment sufficient to pay for the study back to the Board for approval.

The fifth and final item is a Statement of Intent for the FY 2014 Operating Budget that endorses a permanent compensation increase for County employees as a budget priority and funding to allow a similar compensation increase for the Williamsburg-James City County Schools as an additional budget priority.

It is my recommendation that the Board adopt this resolution, or an amended version, as a necessary first step to return to a market-based compensation system for County employees.

Robert C. Middaugh

RCM/nb
Compensatn_mem

Attachment